

**CONSTITUTION**  
**of**  
**FEDERATION**  
**of**  
**HUMAD JAIN SAMAJ**

Regd. Office:

9, Sindur Co-op. Housing Society Ltd.,  
Nr. Ishwar Bhawan, Navrangpura,  
Ahmedabad 380 014. Gujarat, India  
Tel: 26405115 (M) 9426517658

## PREFACE

There are various organizations of Humad Jain Samaj across the country and abroad which individually strive to achieve their own Charitable Social Objects at regional level in the changing atmosphere of the world. Keeping in view of this and with the aims and objects to carry-on social, cultural and charitable activities conducive to the secular character of the Indian Nation and to the advancement of National integration, patriotism and discipline, it was felt to have an International Institution of Humad Jain Samaj.

It was unanimously decided to form a FEDERATION OF HUMAD JAIN SAMAJ in the conference of All India Humad Jain Samaj, held on 2nd and 3rd December, 2006 at Teen Murty, Podanpur, Borivali (East), Mumbai 400 092.

Accordingly, a Constitution Committee consisting of 13 members was constituted under my Convenorship. I am pleased to present the constitution and bye-laws of "Federation of Humad Jain Samaj" with the assistance of all the members of the Constitution Committee.

Babulal Hiralal Shah  
B.Com.LLB (Advocate) &  
Notary Public (Govt.of India)  
Mumbai(Maharashtra)

**CONVENER**

AHMEDABAD  
DATE: 01.07.2007

CONSTITUTION COMMITTEE

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## MEMORANDUM OF ASSOCIATION

1) **Name : FEDERATION OF HUMAD JAIN SAMAJ**

2) **Registered Office :**

The Registered Office of the Federation will be at 9, Sindur Co-op. Housing Society Ltd., Near Ishwar Bhawan, Navrangpura, Ahmedabad, 380 014, Gujarat State, India and/or other places as may be decided from time to time.

3) **Aims and Objects :**

The aims and objects of the Federation are ;

- 1) To provide educational assistance and help to needy persons.
- 2) To award periodical and/or occasional scholarships, prizes to the students pursuing higher studies or doing research. To pay donations/ grants to universities, schools or any educational bodies, institutions or associations imparting legal, economic, technical, medical & other educations.
- 3) To construct and/or manage Universities, Colleges, Schools, Educational Institutions including Hostels and Orphanages etc.
- 4) To promote and encourage the individuals and institutions engaged in research work related to history, its preservation and publication etc.
- 5) To provide medical and other facilities including taking up scheme of medical insurance etc. for the welfare of elderly/ destitute.
- 6) To provide medical assistance and help to needy persons.
- 7) To establish/construct, maintain and run for the public welfare hospitals, dispensaries, aushadhalayas, nature cure centres, yoga centers, sanitorium etc. and to repair and renovate them.
- 8) To start self help programme whereby the needy persons can acquire necessary skill with the help of the Federation and earn their livelihood.
- 9) To take up matters of importance and beneficial to the Society with the appropriate authorities and assist to get redressal in case of difficulties faced.
- 10) To consider and represent to the appropriate authorities for the grievances and to promote interest and get redressal to send representations and/or deputation to the authorities concerned whenever advisable in connection with the grievances and resolve terms and other matters affecting the public in general.

- 11) To support, promote, protect, status, interest and dignity of public at large.
- 12) To arrange conferences, workshops, regional conferences, exhibitions, seminars, conventions and joint programmes of all and/or some of the Member Organizations with other social and cultural Organizations as may be convenient.
- 13) To promote and develop communication system amongst Members by regular exchange of information, literature, activities, programmes and functions organized by the Members.
- 14) To supply information and circulate Govt. Notifications, Circulars etc. for the purpose of information, awareness and education of the public at large.
- 15) To promote spirit of unity, brotherhood and cooperation amongst the public.
- 16) To promote and develop and build social relationship through cultural exchange.
- 17) To construct/establish/maintain Water huts, Dharmshalas, Oldage homes etc., to repair/renovate them and give donations to other institutions for such purposes.
- 18) To work for promotion of social reforms or removal of distress caused by floods, famines, earthquakes, riots, fire or by natural disaster.
- 19) To give and take co-operation from similar type of Organizations.
- 20) To propagate and popularize the principles of Non-violence (Ahinsa).
- 21) To undertake and do necessary acts, for the purpose of promoting Non-violence including donations and dharmadas to trusts or other institutions and generally for the maintenance and promotion of such institutions and for any other such purpose which may ultimately and in effect create awareness of and general belief in the principles of Non-violence.
- 22) To initiate and promote studies, surveys and other matters for the benefit of the Society in general.
- 23) To publish periodicals, magazines, bulletins for creating awareness, develop website and publications for the benefit of any section of the society in general.
- 24) To do all such other things as are incidental or conducive to the attainment of the above objects for betterment of the Society in general.

**Office Bearers :**

Sr.No.	Name and address	Designation
1.	Sh. Devendra Kumar Chhapia 14, Dhanmandi, UDAIPUR 313 001.	Chairman
2.	Sh. Krantichand Sajjanlal Minda Sarafa Bazar, MANDSAUR 458 001.	V.Chairman
3.	Sh. Basantlal Jhumaklal Jain Post & Vill. SABLA 314 022 (Distt.Dungarpur)	V.Chairman
4.	Sh. Pawan Kumar Indorilal Jain, "Bagadia Sadan", 62, Shikshak Nagar Airport Road, INDORE 452 005.	V.Chairman
5.	Sh. Niranjan Kumar Sobhagyamal Jain 9, Sindur Co-op.Hous.Soc.Ltd., Navrangpura, AHMEDABAD 380 009.	G.Secretary
6.	Sh. Babulal Hiralal Shah Sitaram Building, 3 <sup>rd</sup> floor, 12, 2 <sup>nd</sup> Fanaswadi, MUMBAI 400 002.	Secretarty
7.	Sh. Kantilal Maganlal Shah Navyugnagar Bldg. No. 1, Flat No. 55, Forjet Hill, MUMBAI 400 036.	Member
8.	Sh. Mahendra Jaswantlal Shah B-606, Green View Apartment, Bldg. No.2, L. T. Road, Bhabhai Naka, TPS III, Borivli (W), MUMBAI 400 092.	Member
9.	Sh. Surajmal Deepchand Salgia 302, Saket Nagar, INDORE 452 001.	Member
10.	Sh. Bharat Kumar Dalichand Korawat Sadar Bazar, PO : PARTAPUR 327 024	Member
11.	Sh. Ajit Kothia 'Pratiksha', Holi Chowk, PO DADUKA 327 022.	Member
12.	Sh. Atul Rajendra Salgia 1, Kamal Kunj, Daulat Nagar Road, 4, Borivli (East), MUMBAI 400 066.	Member

We the undersigned are desirous to register the Society by name under the Societies Registration Act, 1860.

No.	Name and address	Designation	Signature
1.	Sh. Devendra Kumar Chhapia 14, Dhanmandi, UDAIPUR 313 001.	Chairman	
2.	Sh. Krantichand Sajjanlal Minda Sarafa Bazar, MANDSAUR 458 001.	V.Chairman	
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11.	Sh. Ajit Kothia 'Pratiksha', Holi Chowk, PO DADUKA 327 022. (Distt. Banskara)	Member	
12.	Sh. Atul Rajendra Salgia 1, Kamal Kunj, Daulat Nagar Road, 4, Borivli (East), MUMBAI 400 066.	Member	

## ARTICLE OF ASSOCIATION

- 1) **Name : FEDERATION OF HUMAD JAIN SAMAJ**
- 2) **Offices :** The Federation shall have the following offices :
  - a) **Registered Office :** The Registered Office of the Federation will be at 9, Sindur Co-op. Housing Society Ltd., Near Ishwar Bhavan, Navrangpura, Ahemdabad, 380014, Gujarat State, India and/or other places as may be decided from time to time.
  - b) **Provincial Office :** The Executive Committee shall establish/open Provincial Offices, in different provinces of the country or abroad wherever necessary with a view to administer, ensure smooth and efficient working, quick implementation and execution of the programmes, adequate and timely communication with Members etc. of the Federation.  
Headquarters of the Provincial Offices may change from time to time as per the requirements.
  - c) **Officiating office :** In case, the office bearers of Executive Committee specially Chairman and General Secretary feel it necessary, in view of smooth functioning, avoid hardships and expediting the agendas etc., they may establish Officiating Office at a suitable place and location, for the period of their tenure only or till they are in such office.
- 3)(1) **Definitions :** In this Federation, unless context otherwise requires :
  - a) **Federation :** An institution with the object to bring together all the Organizations and Individuals of Humad Jain Samaj on one platform.
  - b) **Organization :** An organization of Humad Jain Samaj whether registered or unregistered in existence and/ or to be established or formed in India and/or abroad.
  - c) **Member Organization :** An organization of Humad Jain Samaj of any place/city/town/village which got enrolled as member with the Federation.
  - d) **Associate Member Organization :** An Organization of Humad Jain Samaj of any place/city/town/village other than 'Member Organization' which got enrolled as member with the Federation.
  - e) **Patron Member :** An individual who got enrolled as Member with the Federation.
  - f) **Life Member :** An individual who got enrolled as Member with the Federation.
  - g) **General Council :** A body to be formed by the the individual members and by the nominated representatives nominated by 'Member Organization' and by 'Associate Member Organization'.

- h) **Executive Committee** : A body to be formed by and out of members of General Council through nomination and by co-option.
- i) **Provincial Council** : A body to be formed by and out of members of Executive Committee and by co-opted representatives at Provincial/Regional level.
- j) **Nominated Representative** : To be nominated as Representative by the 'Member Organization' and 'Associate Member Organization' to represent them in General Council of the Federation.
- k) **Provincial Representative** : To be co-opted by the Provincial Councils to represent local and sub-province of the respective province.

- 3)(2) **Interpretation** : a) He includes she  
b) Election includes nomination and co-option

4)(A) **Membership** :

- i) **Member Organization** : Organization of Humad Jain Samaj presently in existence and/or which may be formed hereafter, desires to be the Member of the Federation, shall apply in the prescribed application form alongwith prescribed fee at a time and abide by the rules and regulations and bye-laws framed thereunder by the Federation. The Executive Committee of the Federation shall have right to accept or reject such application without assigning any reason thereof.
- ii) **Associate Member Organization** : Organization of Humad Jain Samaj presently in existence and/or which may be formed hereafter, desires to be the Member of the Federation, shall apply placewise/city/town/village in the prescribed application form alongwith prescribed fee at a time and abide by the rules and regulations and bye-laws framed thereunder by the Federation. The Executive Committee of the Federation may at its discretion shall have right to accept or reject such application without assigning any reason thereof.
- iii) **Patron Member** : The prominent and deserving Individuals from Humad Jain Samaj of the Country and/or abroad shall be eligible to become a 'Patron Member' provided such Individuals are proposed/requested by someone on behalf of the Federation and who obtain Membership as under:
  - a) **Param Sanrakshak** : An Individual who pays Rs. 51,000.00 (Rupees Fifty One thousand) at the time of enrolment with the Federation as 'Patron Member'.
  - b) **Sanrakshak** : An Individual who pays Rs.25,000.00 (Rupees Twenty Five Thousand) at the time of enrolment with the Federation as 'Patron Member'.



- iv) **Life Member** : The prominent and deserving Individuals from Humad Jain Samaj of the Country and/or abroad shall be eligible to become a 'Life Member' provided such Individuals are proposed/requested by someone on behalf of the Federation and who pays Rs. 11,000/- (Rupees Eleven thousand) at the time of enrolment with Federation as "Life Member".
- v) **Founder Member** : Those who have signed on this Memorandum of Association and paid a sum of Rs. 1001/- (Rupees One Thousand One) shall be the founder member.

**(B) Registration Fee :**

The Organizations at the time of making an application for enrolment as 'Member Organization' and 'Associate Member Organization' with the Federation, shall pay Registration fee of Rs 250/- (Rupees Two Hundred Fifty only) in cash or through Demand Draft/ Cheque (at par) in favour of "FEDERATION OF HUMAD JAIN SAMAJ".

**(C) Annual Membership fee :**

- i) The 'Member Organization' shall pay Annual Membership fee to the Federation @ Rs. 2/- (Rupees Two) per person of its total population every year.
- ii) The 'Associate Member Organization' shall pay a fix Annual Membership fee of Rs. 1,000.00 (Rupees One thousand) every year to the Federation

**Note :** The Registration fee received from the 'Member Organization', 'Associate Member Organization', enrolment amount from the 'Patron Member' and 'Life Member' will be credited to Corpus Fund of the Federation.

**5) Rights, Duties and Powers of Members :**

- a) The Members must act as per the aims and objects and work in accordance with the Rules and Regulations of the Federation.
- b) All the Members shall have a right to take part in the Annual or Special General Meetings and shall be entitled to propose and second the candidates, eligible for nomination and exercise right of voting.
- c) For the betterment of the Federation, the Members shall have a right to give suggestions in writing and deliver such suggestions atleast 5 days prior to the date of Annual General Meeting at Registered office of the Federation.
- d) The Members shall not act and do things which cause thereby damages, loss and/or dignity of the Federation.

- e) The Members shall not be entitled to exercise right to vote in case they have not completed 6 months from the date of enrolment as Member with the Federation.
- f) In case 'Member Organization' and 'Associate Member Organization' fail to pay Annual Membership fee on or before 31st July every year and commit any breach of the constitution, the Nominated representatives representing in General council on their behalf ;
  - i) shall not be entitled to vote at Annual General Meeting and Special General Meetings of the Federation.
  - ii) shall not be entitled to nomination, to propose or second the candidates under nomination and shall have no right to exercise vote.

6) **Financial Year :** The financial year of the Federation will commence from 1<sup>st</sup> day of April and ending on 31<sup>st</sup> day of March every year.

7) **Annual General Meeting :**

The Annual General Meeting of the Federation shall be held within 6 months after closure of financial year. In the event, the Annual General Meeting could not be held within the stipulated time due to unforeseen circumstances then in such circumstances, the Executive Committee has power to extend time suitably, which shall not exceed 3 months, so as to make necessary arrangements to call the Annual General Meeting.

The Agenda for the Annual General Meeting shall be: -

- i) To receive, adopt and approve report of Executive Committee.
- ii) To receive, adopt and approve audited Balance Sheet and Income and Expenditure Account.
- iii) To approve the Budget for ensuing financial year.
- iv) To appoint Auditor/Auditors with or without remuneration to audit accounts of the Federation for ensuing financial year.
- v) To approve the names of the members of the Nomination Committee constituted by Executive Committee for the nomination of the members of Executive Committee for the next term/ tenure.
- vi) To transact any other business with the permission of the chair.

**Note :** All the proposed agenda will be approved by majority of votes and in case of voting there is a tie, the presiding Chair will have right to cast one more vote.

**8) Special General Meeting :**

- a) All the General Meetings other than Annual General Meeting will be called as Special General Meeting.
- b) Executive Committee may call special General Meeting whenever it thinks convenient/ fit for a specific object.

**9) Special Meeting on Requisition :**

The Executive Committee shall call a Special General Meeting within 60 days from the date of receipt of a requisition made and addressed in writing to the Chairman and/or General Secretary by at least 2/3<sup>rd</sup> of the members of the General Council stating the purpose/ objects duly signed by all the requisitionists.

**10) Calling of the Meeting by the Requisitionist :**

In the event the Executive Committee fails to call the meeting within 60 days from the date of the receipt of the requisition to cause a meeting to be called, the requisitionists or a majority of them in number themselves may call a meeting. But in either case any meeting so called cannot be held after three months from the date of receipt of the requisition.

**Note:**

- i) In Special General Meeting which is called for specific object will be discussed only.
- ii) The decisions taken in special General Meeting will be decided by the 2/3<sup>rd</sup> votes of members present in the meeting.

**11) Quorum :**

- i) 1/4<sup>th</sup> of the total members of the General Council present in person shall form the quorum for Annual General Meeting and/or Special General Meetings.
- ii) 1/3<sup>rd</sup> of the total members will form the quorum for Executive Committee Meetings.

**Note :**

In case, there is no quorum at the the appointed time of the meeting, the meeting shall be adjourned. The meeting can be held on the same day and place after the expiry of half an hour of the appointed time to transact business on the agenda as of the adjourned meeting whether there is a quorum or not.

**12) Notice of Meeting :**

- i) Fifteen days notice in writing be given to the members for calling Annual General Meeting and Special General Meeting specifying the place, day, date and time and nature of the business to be transacted
- ii) Seven days notice in writing be given to the members of Executive Committee for calling meeting of Executive Committee specifying the place, day, date and time and nature of business to be transacted there at. Further in case of urgency , meeting can be called at a short notice. However, the notice period shall not be less than 3 days.

**13) Voting :**

All decisions in the Annual General Meeting and/or any Special General Meeting shall be taken by show of hands or ballot. However, no voting by proxy will be permitted. In case of equality of votes, the presiding Chair of the meeting shall be entitled to cast one more vote.

**14) Constitution of General Council :**

To perform, observe and implement the aims and objects of the Federation, a General Council shall be constituted and for that;

- i) the 'Member Organization' and 'Associate Member Organization' shall nominate their representatives as 'Nominated Representatives' in General Council to represent them in the Federation.
- ii) the 'Member Organization' and 'Associate Member Organization', on receipt of intimation from the Federation to submit names of their representatives to be nominated as 'Nominated Representative' in General Council for next term/tenure, shall forward in writing the names to the Executive Committee within the stipulated time.
- iii) the Federation shall ensure, for the purpose of constituting the General Council for next term/tenure, names of 'Nominated Representatives' from 'Member Organization' and 'Associate Member Organization' are received before 90 days of the date fixed for next tenure of the General Council.
- iv) the 'Member Organization' shall nominate their President & or Secretary as 'Nominated Representative', but 'Member Organization' shall be at liberty to nominate out of Vice President, Joint Secretary, Treasurer, Founders, Ex-officio members, Patrons and prominent and/or deserving figures from their Organization or from the other Organizations of Humad Jain Samaj of their city/village/town.

- v) the Member Organizations shall nominate the members in General Council on the basis of their total population and the Member Organizations having population of :

	Maximum Nos. of Members to be nominated
- less than 500 nos	One
- less than 1000 but more than 500	Two
- Above 1000 Nos.	@ One per 500 nos.

**Note :** In case the population of any Member Organization is below 1300, it is to be rounded off up to 1000 and accordingly 2 Members shall be nominated and in case of above 1300, it is to be rounded off to 1500 & accordingly 3 Members shall be nominated.

- vi) The basis of nomination in General Council by Member Organization as laid down in 14(v) above may be changed by General Council from time to time as per requirements, in accordance with the smooth and efficient working and achieving aims and objects of the Federation and no amendment in the Constitution shall be required to this effect.
- vii) The 'Member Organization' nominating three or more 'Nominated Representatives' shall nominate atleast minimum one woman.
- viii) The 'Associate Member Organization' shall nominate maximum two Representatives as 'Nominated Representative' to represent them in General Council, in the manner as laid down in 14(iv).
- ix) The 'Patron Member' & 'Life Member' immediately on enrolment shall become member of General Council for life-time with rights, duties and powers as laid down in clause 5 (a) to (e).
- x) The Representatives nominated in General Council may be withdrawn by the 'Member Organization' and the 'Associate Member Organization' to whom he belongs and fresh nominations in his place shall be accepted. However, the 'Member Organization' and the 'Associate Member Organization' shall have no right to withdraw the nominated representative, in case he is holding the post in Executive Committee, Provincial Councils or any other committees or is a office bearer.

**15) Rights and Functions of General Council :**

- i) To act and perform in accordance with aims and objects, rules and regulations of the Federation.
- ii) To decide the manner and method to propagate and popularize in which the non-member organizations situated in the provincial areas are attracted and impressed upon to get themselves enrolled as a Member with the Federation.
- iii) To exercise such other powers, duties and functions as may be directed by the Chairman.
- iv) To arrange to organize the conference of Humad Jain Samaj once in 2 years to be hosted by any Member Organization at their venue and cost with the agenda to come ahead to spread over the message of Jain Philosophy and principles to every common man and specially to protect the interest of the societies believing in such principles.
- v) To amend the constitution as and when necessary as provided in clause 28.
- vi) To frame bye-laws & formulate policies.
- vii) To timely execute the decisions and resolutions of the Annual General Meeting as laid down in clause 7-i to vii.

**16) Constitution of Executive Committee :**

- a) The existing Executive Committee will constitute a Nomination Committee consisting of 7 members out of members of General Council, subject to the approval of General Council, minimum four months prior to the expiry to tenure of the Executive Committee.
- b) The Nomination Committee will nominate 15 (fifteen) members from the members of General Council for Executive Committee. The names nominated by the Nomination Committee shall be final in all respect.
- c) The members of the Nomination Committee shall not be eligible to nominate themselves for the membership of Executive Committee.
- d) The nomination Committee will ensure to nominate minimum three members from each province, from all the five provinces as laid down in clause 18(a).
- e) The nominated 15 members (as per clause 16-b) shall call a meeting to elect Chairman from amongst them and then further nominate 10 members in the executive committee, by co-option from the members of General Council, minimum two members from each province of all the five provinces.

- f) Outgoing Chairman of the Executive Committee will be the Member of the new Executive Committee with the designation 'Immediate Past Chairman' and shall not be eligible to hold any other post as laid down in clause 25(B).
- g) The elected Chairman shall co-opt 5 Members of his choice as Member of the Executive Committee either from the General Council or from Humad Jain Community one each from all the 5 provinces in the said meeting, declare their names and request them to join the meeting, if they are available. In case it is not feasible to do so immediately, the elected Chairman shall finally co-opt the members within 15 days from the date of the said meeting and circulate their names amongst the members of the Executive Committee.
- h) After the constitution of the Executive Committee consisting of 31 members, they amongst themselves will elect the following Office bearers:

	No of Posts
Vice Chairman	5
	(One from each province)
General Secretary	1
Secretary	1
Treasurer	1

- i) Finally the Executive Committee will consist of the following :

Chairman	1
General Secretary	1
Immediate Past Chairman	1
Vice Chairman	5
Secretary	1
Treasurer	1
Members	21
	31

- j) No member or Nominated Representative in the General Council will be eligible to nomination/co-option either in the Nomination Committee or in the Executive Committee unless a period of one year from the date of enrolment as member (Organization or individual) has been completed.
- k) Out of 31 seats of the Executive Committee minimum 3 seats will be reserved for women.
- l) The persons finally nominated in Executive Committee must be present in person in the said meeting . However, as a special case, the Chairman shall have right to grant leave of absence .

- m) In case the Executive Committee fails to appoint Nomination Committee within stipulated time in the manner as provided in clause 16(a), the general Council will have right to appoint such Committee, before three months of expiry of the tenure of the current executive Committee
- n) The Office bearers of the Executive Committee shall be the Office bearers of the Federation.

**17) Rights and Function of Executive Committee :**

**A) General :**

- i) The Office bearers will have powers and will perform such duties as are normally vested upon them.
- ii) To look after the affairs and management of the Federation.
- iii) To act and to do things in accordance with the aims and objects, rules and regulations of the Federation.
- iv) To take up activities in the interest of the Society to be decided from time to time.
- v) To implement, control and manage the schemes/projects/programmes of the Federation.
- vi) To constitute committees and/or sub-committees, appoint its Members and frame necessary rules etc. for the implementation of schemes/ projects/ programmes or the compliance of various clauses of the constitution of the Federation.
- vii) To decide cases of disputes arising in any matter referred to.
- viii) To take up matter of importance before appropriate authorities and help to get redressal in the interest of the Society and public in general.
- ix) To open a bank account with any schedule Bank in the name of the Federation. The said bank account will be opened, operated and closed by Chairman, General Secretary ,Secretary & Treasurer to be authorised by resolutions passed from time to time and transactions be made by the Treasurer and any one out of the remaining.
- x) To get accounts of the Federation audited every year by the auditors as may be appointed in the Annual General Meeting.
- xi) To set norms and procedures to meet expenses of the Federation, out of the income received from investments, contributions and interest.
- xii) To present and pass the Budget for next financial year before the end of the current financial year.
- xiii) To borrow loans from bank and/or financial institutions in case of need with the consent of General Council & the competent authority/ authorities.



- xiv) To invest surplus funds in any instrument yielding interest as may be decided from time to time in the approved securities.
- xv) To purchase, sell, transfer, assign, mortgage or encumber any immovable property or to take property on ownership, or lease with the permission of the General Council.
- xvi) To decide the manner and schedule to begin and receive nominations for 'Nominated Representatives' from the 'Member Organization' and the 'Associate Member Organization' for constitution of General Council for next term/tenure.
- xvii) To receive periodical reports from Provincial Councils, study/ review, and to put before the General Council, if necessary.
- xviii) To hold meeting atleast once in a quarter.
- xix) To call Annual General Meeting every year in accordance with the rules and regulations of the Federation.
- xx) To have absolute powers to enrol organization or association of Humad Jain Samaj as a Member as per Rules as may be decided from time to time.
- xxi) To withdraw the Membership of Member of those who fail to comply with ; -
  - The clauses of the constitution of the Federation.
  - The norms, procedures and guidelines for the Members prescribed by the Federation from time to time.
  - The payment of Annual Membership fee and other dues in time(if applicaable).
  - For misbehaviour/misconduct with the Federation.

**B) Special :**

- a) The Executive Committee shall have powers to take decisions, as it considers necessary or expedient for the purpose of removing difficulties arising in giving effect to the provisions of the Constitution.
- b) The Executive Committee is authorised to relax provisions in the constitution for the Members outside India due to local Government Regulations prevailing in the country in which such Members are situated or for any other suitable reasons.

**18) Constitution of Provincial Council :**

- a) To administer, ensure smooth and efficient working, quick implementation and execution of the programmes, adequate and timely communication with Members etc. of the Federation, with the

permission/consent of the Executive Committee, the Provincial Offices in different provinces shall be opened as under :

<b>Province</b>	<b>Covering</b>
i) Northern	Rajasthan, Punjab, Haryana & Delhi
ii) Central	Madhya Pradesh, Chattisgarh & U.P
iii) Western	Gujarat
iv) Southern Central	Maharashtra and Goa
v) Southern	Karnataka, Andhra Pradesh & rest part.

**Note :**

Headquarter of the Provincial Offices may change from time to time as per requirement.

- b) All the Five Vice Chairmen of Executive Committee will be the Provincial Chairman of their respective Provincial Council.
- c) The member of the Executive Committee representing their respective province, shall also be the members of Provincial Council and one amongst them will resume as Provincial Secretary. However the Provincial Chairman in consultation with the Executive Committee members of the respective province shall take suitable decision to appoint Provincial Secretary other than Executive Committee members, if it is necessary.
- d) The Provincial Council, so constituted by the members of Executive Committee as laid down in 18 (b) & (c) will co-opt Provincial Representatives in Numbers as per need of their respective Province.
- e) To give required and appropriate representation to all the local areas of the province, the Provincial Councils may appoint Office bearers like Deputy Provincial Chairman, Provincial Joint Secretary etc. as many in numbers required from time to time subject to the approval and consent of Executive Committee members of the respective province.

**19) Rights and Functions of Provincial Councils :**

- a) To co-ordinate as liaisoning agents between Federation (Executive Committee) and the Members.
- b) Federation shall through its Provincial Councils will achieve aims and objects.

- 
- c) To own responsibility of collecting Annual Membership Fee from the 'Member Organizations' and 'Associate Member Organization' in time every year.
  - d) To arrange fund raising periodically in the best possible way.
  - e) To implement programmes/schemes/project etc. of the Federation at grass root level.
  - f) To play a key-role to get enrolled Humad Jain Institutions/ Organizations as Member.
  - g) The term and tenure of Provincial councils will be the same as that of General Council and the Executive Committee.
  - h) All the Provincial Chairmen will be responsible to report timely and periodically to the Chairman and/or General Secretary.
  - i) All the Provincial Chairmen with the assistance of the members of the provincial council, will ensure the following :
    - i) To develop working procedure to implement Schemes/ Projects/ programmes launched by the Federation.
    - ii) To call periodical meetings to transact business and discuss Agenda.
    - iii) To report the proceedings of the meeting in writing to the Executive Committee.
    - iv) To develop communication system amongst Members of the respective province.

**NOTE :**

The office of the Provincial Chairman will be office of the Members to which he ( Provincial Chairman ) belongs and expenditure, if any, incurred to run the said office will be borne at local level.

**20) Tenure :**

The tenure of Executive Committee, General Council and Provincial Council of Federation shall be of 2 (two) years but the members in office shall continue till the new office bearers are nominated and resume the office.

**21) Functions of Federation :**

The functions of Federation shall be advisory .

**22) Vacancy :**

- a) In case vacancy in the Executive Committee arises for any reason during the prescribed tenure, it shall be filled up by co-option by the Executive Committee from amongst the members of General Council.

The member so co-opted shall continue as member of Executive Committee for the remaining period of the tenure.

- b) In case the member of the Executive Committee vacates his post is also a member of Provincial Council, will automatically ceases to be the member of the Provincial Council. The co-option in his place shall be from the region to which the vacating member belongs/represents, so as to fill the vacancy both in Executive Committee and Provincial Council.

**23) Disqualifications of Members :**

The office of a member of Council shall ipso facto be vacated in any of the following case;

- a) who is found lunatic, unsound mind, adjudicated, insolvent or convicted.
- b) In case of death.
- c) who resigned or expelled from office or ceased to be the member of the confederation.
- d) who commits any offence involving moral turpitude.
- e) who is absent from three consecutive meetings of the council or from all meetings of council continuously for a period of six months, whichever is longer without leave of absence.
- f) whose conduct is found to be prejudicial in the interest of the federation.

- 24) Resignation :** Any member of the Executive Committee or General Council may resign from membership by tendering resignation in writing duly signed. A member cannot withdraw his resignation without permission and approval of the Executive Committee

**25A) Restrictions of Election of Chairman :**

Once a person is elected as a Chairman of the Federation from a particular province, no other person from such province shall be entitled to be the a Chiarman for a period of next term/tenture from the time such person ceases to be the Chairman.

**B) Out going Chairman :**

The person retiring as Chairman on completion of his tenure successfully, shall automatically become the Office bearer in next Executive Committee ( as laid down in clause 16 f)) and shall have all the

constitutional rights. However the outgoing Chairman shall not be eligible for Nomination on any post in the Executive Committee.

**26) Records to be maintained and kept :**

Apart from the books of Rules and Regulations the Executive Committee shall maintain and keep records as under :-

- 1) Membership Register
- 2) Files of Membership Application Forms.
- 3) Minutes Book
- 4) Accounts Books
- 5) Correspondence file
- 6) Movable and Immovable property register
- 7) Rules and Sub-Rule books
- 8) Any other document required or necessary

**27) Rights and Duties Of Office Bearers :**

**A) Chairman :**

- i) To supervise, control, encourage to implement the aims and objects and schmes/projects/programmes etc. of the Federation and to do all acts and things which are necessary to achieve the above.
- ii) To preside and control the proceedings of the meetings of the Executive Committee and General Council including Annual General and Special General meetings.
- iii) To spend the amount in accordance with the sanctioned amount
- iv) To spend the amount, if necessary, to the extent of Rs.5,000.00 (Rupees Five thousand) apart from the budgeted amount.

**B) Vice Chairman :**

- i) To assist the Chairman in day today affairs and management of the Executive Committee and General Council.
- ii) To preside carry-out the duties of the Chairman in his absence.
- iii) To preside and control the working of the Provincial Council in the Capacity of the 'Provincial Chairman'.
- iv) To introduce and implement of schmes/projects/programmes of the Federation at grass root level.

**C) General Secretary :**

- i) To carry out the orders and instructions of the Chairman.
- ii) To carry out the discussions and decisions taken in Annual General, Special General Meetings and meetings of Executive Committee.
- iii) To record proceedings of all the meetings in the Minute book and get it signed by the Presiding Chair.
- iv) To carry out correspondence.
- v) To keep and maintain all the records of the Federation.
- vi) To look after and manage the properties of the Federation situated in any area/province etc.
- vii) To ensure that the budgeted amount on different schemes/ projects/ programmes is spent timely and regularly.
- viii) To guide and assist the Treasurer in keeping the Accounts of Income and Expenditure.
- ix) To guide and assist the Treasurer in preparing Estimated Budget for the next financial year before the end of the current financial year.
- x) To appoint and discharge the employees with the consent and permission of the Executive Committee.
- xi) To implement the schemes/projects/programmes as approved by the Federation.
- xii) To spend amount, if necessary, maximum to the extent of Rs.1,000.00 (Rupees One thousand) apart from the budgeted amount.
- xiii) To represent the Federation for all the purposes on all the occasions.

**D) Secretary :**

- i) To assist the General Secretary in day-to-day affairs and Management of the Executive Committee, General Council and Federation.
- ii) To carry out the duties of the General Secretary in his absence.
- iii) To carry out responsibilities and duties as entrusted to him from time to time by the Chairman, General Secretary and/or as per the decisions taken in the meetings.

**E) Treasurer :**

- i) To keep and maintain the books of accounts.

- ii) To release and disburse amount as sanctioned by the Executive Committee.
- iii) To prepare Annual Accounts and place it before Executive Committee for approval prior to getting it audited.
- iv) To submit periodical statements of account of receipts and expenditures to the General Secretary.
- v) To present audited Income and Expenditure account and Balance Sheet for the Financial year ended in the Annual General Meeting for approval.
- vi) To prepare in time the Estimated Budget under the guidance of Chairman and General Secretary for the next financial year and present before the Executive Committee for approval/sanction.
- vii) To issue receipts for Membership Registration Fee, Annual Membership fee , Donations, Rent and/or other modes.
- viii) To carry out responsibilities and duties as entrusted to him from time to time by the Chairman and the General Secretary and/or as per the decisions taken in the Executive Committee meetings.

**28) Amendments :**

Any amendments, additions and alterations or omissions in the constitution and Rules of the Federation and Bye-laws that may be made thereon by a resolution passed by the General Council placed by Executive Committee in Annual /Special general meeting duly convened for this purpose and by a Resolution passed by at least 3/4<sup>th</sup> (three fourth) of the members present in the meeting.

**29) Winding Up :**

The Federation may be wound up by atleast three fourth (3/4<sup>th</sup>) Members of the General Council present at a meeting specially called for the purpose.

**30) Distribution of Surplus :**

On winding up, after meeting out all the expenses and liabilities, the surplus shall be donated to any institution having similar aims and objects to those of the Federation.